

STATEMENT OF WORK

PATIO COVERS

1. **SCOPE:** Provide all labor, materials, equipment, and supplies to install metal patio covers at Chief of Mission Residence, US Embassy Compound in Astana, Kazakhstan in strict accordance with the plans and specifications of this contract.
2. **CONTRACTOR RESPONSIBILITIES:** The Contractor shall exercise extreme care to avoid damaging Government property such as buildings, equipment, trees, shrubs, or turf. Any damage to Government property by the Contractor shall be repaired by the Contractor to its original condition at no additional cost to the Government. The contractor shall restore ALL disturbed grounds to existing conditions. The Contractor shall ensure that all materials are new, free from defects, imperfections and asbestos free (NO ASBESTOS CONTAINING MATERIALS SHALL BE USED ON THIS PROJECT).
3. **SCHEDULE OF WORK:** The Contractor shall notify the COR (Contracting officer representative) prior to start of work. The Contractor shall schedule work through the COR. The Contractor shall coordinate work with COR 3 days before starting work. Work shall be complete with-in 30 days of award. Other contractors may be working in the same area performing other work. The Contractor shall execute work in a manner so as not to impede other contract work.
4. **HOURS OF WORK:** The normal hours of work are 08:00 to 17:00 Monday through Friday. Work shall be performed during normal work hours. Work to be performed in other than normal hours shall be approved by the COR.
5. **WORKMANSHIP:** All work under this contract shall conform to the standards of these specifications. The Contractor at no additional cost to the Government shall correct work not meeting these specifications. Work shall be accomplished by mechanics skilled in the trade.
6. **DAILY PROGRESS REPORTS:** The Contractor shall provide on a daily basis and no later than 9:00 AM, a progress report of work accomplished the previous day COR.
7. **WORKING CONDITIONS:** The buildings and the surrounding site areas will be occupied and Government operations will continue on a normal, temporary or restricted basis for the duration of the contract. The Contractor shall take all precautions to ensure that his operations are conducted in a manner so as not to interfere with the normal operation of surrounding facilities. The Contractor shall execute work in a safe manner and shall not subject personnel to unsafe conditions. The Contractor shall provide safety barricades, devices, and equipment to protect personnel and property. The Contractor shall also maintain the existing building in a safe and weather tight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions to protect the building and its occupants during the construction period
8. **SITE VISIT:** The Contractor shall visit the site to determine the full extent of the work. Failure to inspect the site will not constitute grounds for a claim after contract award. A site visit will be scheduled through the COR.
9. **DISPOSAL:** The contractor shall dispose of materials removed under this contract to disposal site. The contractor shall adhere to all local requirements concerning removal, transporting, and disposal of the material.

10. **CLEAN-UP:** The Contractor shall keep the area neat and tidy and free of debris at the end of each workday.

11. **TEMPORARY FACILITIES:** The Government cannot ensure that utilities will be available at all properties at all times. The Contractor shall have an alternate source of power (generator) available if needed to ensure that application will be applied following the manufacturer's specifications. The Contractor shall have its own source of water available for clean up if water has been turned off on the property or for winterization of the irrigation and outside plumbing systems. The Contractor shall provide ample temporary storage shed space for materials requiring shelter from the weather, and security and safety protection. Storage facilities shall be located in the areas of the base designated by the Contracting Officer.

12. **SAFETY AND FIRE:** All fire and safety rules and regulations are applicable; NFPA and SBCCI dated 1999. The Contractor shall comply with EM385-1-1 dated 1987 for minimum safety requirements.

13. DELIVERIES

- a. The tools shall not be delivered to the Embassy Compound without prior approval of the COR;
- b. The tools shall be delivered to the Compound in full before the actual work starts within 20 calendar days after the contract award;
- c. The Embassy will provide an exposed place to store Contractor's tools and equipment after working hours.

13. **PERMITS:** The Contractor shall be responsible for obtaining any licenses and permits and complying with any laws, codes, and regulations applicable to the execution of this work.

15. **WARRANTY:** The contractor shall warrant work to be free of defects and workmanship for a period of 1 year from date of acceptance.

16. **STATEMENT OF WORK:** The Contractor shall perform installation for all materials and components.

Work shall include, but is not limited to the following:

- a. Design and construct new self supporting patio cover, using proper techniques of the trade. Ensure local engineering requirements are followed. Colors of all exterior materials (i.e., roofing, trim) shall match existing materials. No lead based paint shall be used.
- b. Apply wiring and electrical panels and install new electrical wiring, outlets, lighting. All work to be in accordance with state and local codes. No wiring shall be installed so as to be seen.
- c. Anchor the patio cover metal structure thru the marble tiles to the concrete
- d. Preserve the existing flooring.
- e. Replace where necessary existing marble.

17. QUALITY ASSURANCE: The Contracting Officer reserves the right to conduct any inspections or perform any tests deemed necessary at any time during the execution of the contract to determine conformance with the requirements of these specifications.

18. SUBMITTALS:

The Contractor shall provide with their bid the following information:

ITEM DESCRIPTION

- Drawing of the patio with all necessary dimensions.
- Sample of the materials to be used for the construction
- Material Safety Datasheet for the any paint used for the project

19. SECURITY AND CLEARANCE REQUIREMENTS.

The Contractor shall possess a security clearance issued by Defense Security Service prior to deployment to any DoS location/site. Requirements for travel to site and work.

1. The Contractor must obtain a Department of Defense form 2544 “Contract Security Classification Specification” from Diplomatic Security.
2. The Contractor shall submit a Visit Authorization Request (VAR), together with a Joint Personnel Adjudication System (JPAS) summary.
3. The Contractor shall under no circumstances incur any travel or other costs, or begin the travel to the work site or work at the site until they receive the following:
 - a. Notice to proceed (NTP) from the Contracting Officer (CO),
 - b. Site visit permission from Diplomatic Security,

Once all needed material is on site, visit dates will be coordinated between embassy personnel, contract COR and the contractor.